



Faculty Mentor Profile *a self analysis*

How are you doing as a faculty mentor? Mentoring includes many types of support - rarely can one person fulfill them all. Use this form to gauge where your mentoring strengths are, and where you might want to refer your mentee to other sources.

Characteristic <i>(not necessarily in order of priority)</i>	Things I Could Do					
	I'm doing fine with this (or I've found someone else to help with this).	My mentee doesn't have a need for this.	I should talk about the possible need for this with my mentee.	I should begin doing this, or think about ways I can do this better	I should find someone to help with this (please list possible names)	Other?
Provide guidance about conducting research & scholarship						
Provide guidance about the tenure & promotion process						
Provide guidance about publications						
Provide guidance about teaching						
Serve as an advocate						
Provide help finding resources						
Provide advice about service						
Provide advice on navigating university systems						
Advise on work-life issues						
Help establish professional relationships						
Help establish social relationships						
Educate, encourage program to take mentoring seriously						
Offer support						
Encourage direct and frequent communication						
Help with settling into Louisiana Tech						

Characteristic	For Example:
Provide guidance about conducting research & scholarship	Pertinent funding sources; lab management; how to find and inspire grad students; budget management; communicating with funding agencies; etc.
Provide guidance about the tenure & promotion process	Encourage attendance at Annual P&T meetings with Dean; show examples of successful dossiers; assistance in preparing for annual review, tenure evaluation; etc.
Provide guidance about publications	Pertinent journals and meetings; how to deal with reviewer revision requests; dealing with paper rejection; writing efficiently; collaborations; etc.
Provide guidance about teaching	Suggestions for class inspiration; encourage attendance at IDEAS & CAPD teaching workshops; grading; communication boundaries with students; etc.
Serve as an advocate	Help expedite lab renovations; represent mentee's needs and concerns to chair or dean; protect mentee from inappropriate demands on time, department politics; etc.
Provide help finding resources	Take on a trip to visit a grant monitor; volunteer to serve as a grant reviewer; make aware of State and other funding opportunities; etc.
Provide advice about service	Which committees to volunteer for at which point in career; importance of being at some time on program/college/university committee; appropriate balance of service time; etc.
Provide advice on navigating university systems	Getting budget paperwork approved; names of key people in administrative offices; what are workloads and other forms, and how early to submit; how to "walk paperwork" through system; etc.
Advise on work-life issues	How to ask for parental and/or other leaves; dual career assistance; balancing work and life responsibilities; etc.
Help establish professional relationships	Arrange meetings/lunches with colleagues; introduce to administrators and potential faculty collaborators; invite to working lunches; etc.
Help establish social relationships	Invite to lunches, events, etc; plan social gathering or introduce to similar others; meet regularly on an informal basis; etc.
Educate, encourage program to take mentoring seriously	Ask to get on program meeting agenda to talk about mentoring; encourage mentor gatherings; talk about your college mentoring policy; endorse and practice idea that mentoring & nurturing junior faculty is entire program's responsibility; etc.
Offer support	Be sensitive to anxiety – gauge when to step in, offer advice, etc.; be a good sounding board – listen without judgment; remain positive and encouraging, not critical; etc.
Encourage direct and frequent communication	Schedule regular (not haphazard) and frequent meetings, even if just to say hello; be proactive – don't wait for issues to arise – ask for ways you can assist; schedule some meetings off-campus; stay in touch until tenure decision; etc.
Help with settling into Tech	Be sure employment paperwork is in place BEFORE mentee arrives on campus; office, lab, studio are ready; provide info on realtors, day care, schools, restaurants, civic orgs, community action groups, etc; introduce around campus; take on campus tour; info about unique aspects of Tech; tips on University and Louisiana "culture;" etc.